

STATE OF GEORGIA
RECORDS RETENTION SCHEDULE APPLICATION

Sheet: 1 of 2
Schedule #: 99-0004
Effective Date: 031099

(Agency use)

Date: February 17, 1999

(Archives use)

Date Received: February 18, 1999

Control No.: N/A

Agency Code: 0467

Control No.: 990218-01

Applicant: Ga. Department of Corrections

Address: East Tower, #2 Martin Luther King, Jr. Dr.,
S.E.

Phone: (404) 656-9183
FAX:
Email:

Creating Office: Facilities Division/Detention Center
Administration

Address: East Tower, #2 Martin Luther King, Jr. Dr., S.E.
Atlanta, GA 30334-4900

Phone: (404) 656-9183
FAX:
Email:

Administrator: Karen Rice, Detention Center Administrator

Phone: (404) 656-9183
FAX:
Email:

Application Type: New

Class: Individual

Series Title: Released Detainee Case History Files

Dates of Series: July 1, 1998 and on-going

Access: Confidential State Secret, O.C.G.A. 42-5-36 (c) (tab 2). GDC Rules and Regulations
124-1-1-.09, Records Amended.

Function Documented: Detention Centers provide for the incarceration, rehabilitation, education, health, and medical care of those persons placed in their jurisdiction by courts of law. These centers maintain case files on each detainee which document the performances for the above services about the detainee and records associated with the performance of the above services. O.C.G.A. 42-5-36, O.C.G.A. 42-5-51, O.C.G.A. 42-2-11, O.C.G.A. 42-9-41 GDC Rules & Regulations 125-1-1 et seq.

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Consists of: Court Documents, Probation case materials, Detainee Intake Data Sheets, Program Plan, Visitation List, Supplemental Sheets, Documents generated from disciplinary hearings, classification, incidents pertaining to detainee, photo of detainee, Personal property forms, GCIC/NCIC information, indication of admission date/maximum release date.

Media: Paper

Arrangement: Alphabetically by detainee name, by release month and year.

Indexed by: Card Index; Beginning January 1, 1999, inmate files will be indexed by computer

Retention Requirement:

State Law or Regulation: Two Years, O.C.G.A. 9-3-33

Federal Law or Regulation:

Audit Period: Four Years

Administrative Need:

Cut Off Event: Quarterly after release (definition: the date the detainee is released from the custody of GDC).

Total Retention: Four (4) years

The above retention period is consistent with the requirements of the Georgia Records Act (O.C.G.A. 50-18-90 et seq.). We submit this retention schedule to the State Records Committee with the recommendation that it be approved for the named record series.

Authorized by:

John J. Garrison for 3/29/99
Commissioner, or Designee, J. Wayne Garner Date

Concur:

Karen Rice 3/29/99
Creating Office Administrator, Karen Rice, Detention Center Administrator Date

Submitted by:

Dorothy Farmer 3/18/99
Dorothy Farmer, Records Management Officer Date

The State Records Committee approves this recommended retention period for the named records series by the named creating office.

Signed:

Edward Weldon 4/9/99
Edward Weldon, Secretary of State Designee Date

STATE OF GEORGIA
STORAGE REFERENCE AND DISPOSITION PLAN
RESOURCE IMPACT PROJECTION

Sheet: 1 of 1
Authorizing Schedule #: 99004

(Agency Use)

(Archives Use)

Date: February 17, 1999

Date Received: February 18, 1999

Control No.: N/A

Agency Code: 0467

Control No.: 990218-01

Series Title: Released Detainee Case History Files

Current Accumulation: 200 boxes

Annual Accumulation: 250 boxes

Reference Activity: 20 recalls per year in the one to two year range. Approximately 5 per year in the three to four year range.

Series Inventory: Files are arranged on inventory sheet by name and box number.

Storage Containers: 15"X11 7/8"X 9 5/8" boxes

Special Storage Conditions: Confidential State Secrets (O.C.G.A. 42-5-36 (c))

Proposed Disposition Instructions:

Cut-off records of series: Quarterly after 90 days from release date (Definition: the date a detainee is released from the custody of GDC).

Maintain in the office for: Three (3) months

Transfer to: Records Center

Hold: Four Years

Then: Destroy

The information provided above about the records is true and accurate. The proposed disposition instructions will efficiently protect the rights and interests of the creating agency, the State of Georgia, and the public.

Signed: _____

Karen Rice, Detention Center Administrator

Date

Submitted by: _____

Dorothy Farmer, Records Management Officer

Date

The Office of Secretary of State, Department of Archives and History agrees to provide storage and reference services for these records in accordance with this Storage and Disposition Plan. Changes in media, rate of accumulation, reference activity or required storage conditions may require renegotiation of the agreement.

Accepted by: _____

Edward Weldon, Secretary of State Designee

Date